

HAB Member Responsibilities

- Attend & participate actively in meetings, read & come to meetings prepared to comment on documents, & be available for work between formal meetings; and
- Represent information, especially information contained in draft documents, accurately & appropriately, consult with their constituencies, & keep their constituencies well informed.

Meeting Ground Rules

1. Listen carefully. Be open, patient, & attentive.
2. Be courteous. Respect your colleagues & the organizations they represent.
3. Honor the procedural guidance & recommendations of the Chair.
4. Remember that profanity blunts civil discourse. Polite language can create & arena of possibilities.
5. Be kind. Assume your colleagues on the Board & all people present have good intentions.
6. Keep sidebar conversations brief & quiet so as not to distract others.
7. Be courteous when using electronic devices by muting them & leaving the room if you must answer a call. All electronic devices should be inconspicuous & unobtrusive.